

2 HOW TO PREPARE PERSONNEL/POSITION ACTIONS VIA TYPED OR EXPRESSED

There are two methods of preparing P-1s:

1. P-1 is typed at the agency, or
2. P-1 is Expressed from the agency.

If you must type a P-1, always use the most current revised P-1 since it is referenced in the Personnel Regulations.

We encourage all agencies to use the P-1 Express System whenever possible. It is a lot faster and the chance of typographical errors is virtually eliminated because of our on-line edits.

We realize, however, that some actions cannot be Expressed, such as back-dated board actions, when there are several P-1s per employee, or in-grade promotions, etc. These types of actions have to be typed.

If the action has to be typed, the following steps will help you:

1. You should have the **most recent** turnaround P-1 on the employee or the position that you are wanting to make a change to. Remember if you do not have the **most recent** P-1, you must type the P-1 in its entirety, providing name, ss#, etc. This means typing in the "To" information along with the "Next" information. The "Next" line on the P-1 can be explained best by describing how the overall processing system works. The reason "Next" is needed is to allow you to use the same P-1 last approved by Personnel to submit a new action. You do not have to retype the information that won't change. In other words, you would type on the "Next" line only the information that is to be changed.
2. For every filled position, there is an Employee File and a Position File. Select one of the three boxes at the top of the P-1: Employee Only, Employee and Position, or Position Only.
 - A. Employee Only means that you are accessing the Employee File and that there is no activity happening to the Position.
 - B. Employee and Position means the incoming action is changing the Employee File and the Position File.
 - C. Position Only means that the position is vacant and this particular action will access the Position File.
3. Type only those fields on the "Next" line that are required for the particular nature of action code you have selected. If you type more than is needed, you could be typing incorrect information, which means the P-1 would be returned to you to be corrected, which will slow down the processing of your action.
4. After preparing the P-1, check the list of documents that may need to accompany the P-1, found in Chapter 2--How to Prepare Personnel/Position Actions.

5. Be sure the P-1 has been signed by the appointing authority or designee before submitting it to the Personnel Cabinet for processing.

If you Express the P-1, once you have entered the Key information, the Express P-1 will have the "From" data, and all you enter is the required information (indicated by *) for this particular nature of action code.

If you are not sure what documentation is required for this particular P-1, press the PF4 key, and it will instruct you as to what documentation will need to be submitted for this P-1. For more information on express P-1s, see Creating and Sending P-1s to the Personnel Cabinet Electronically.

2.1 The P-1 Form.

The next page consists of an example of the front and back of the P-1 form. Before explaining how the system works, we will list the key ways this form operates.

- The boxes at the very top of the form are to allow you to use the document for either a personnel or a position action, or both.
- The nature of action box (item 13) will be completed by the requesting agency based on a list of action codes contained in section 2.3. By using these codes you will be able to enter up to four types of allowable actions on the same document.

COMMONWEALTH OF KENTUCKY
REQUEST FOR PERSONNEL • POSITION ACTION

☐ Employee Only

See reverse side for explanation of codes

date typed _____

☐ Emp. & Pos. ☐ Pos. Only

Cabinet/Department	Social Security Number	Effective date	Position Number	Effective Date	
1. last name	2. first name	3. middle initial	4. social security number	5. racial origin code	6. sex codes

01 From: _____
To: _____
Next: _____

02 From: _____
To: _____
Next: _____

03 From: _____
To: _____
Next: _____

04 From: _____
To: _____
Next: _____

05 From: _____
To: _____
Next: _____

06 From: _____
To: _____
Next: _____

07 From: _____
To: _____
Next: _____

08 From: _____
To: _____
Next: _____

09 From: _____
To: _____

APPROVALS FOR CURRENT REQUEST		APPROVALS FOR NEXT REQUEST		FOR PERSONNEL CABINET USE ONLY			
APPOINTING AUTHORITY OR DESIGNEE	DATE	DIVISION DIRECTOR	DATE	PROC	DATE	STAFFING SERVICES	DATE
		APPOINTING AUTHORITY OR DESIGNEE	DATE	CLASS	DATE	NMER	DATE
PERSONNEL CABINET / SECRETARY	DATE	ADDITIONAL SIGNATURE IF REQUIRED	DATE	C & R	DATE	SEC. OFF	DATE
		PERSONNEL CABINET / SECRETARY	DATE	REG	DATE	COMP.	DATE

PERSONNEL CABINET (NEXT ACTION) - WHITE

2.2 Explanation of Nature of Action Codes, General Rules.

A nature of action code is simply a shorthand way of indicating on the P-1 the particular action you are requesting that the Personnel Cabinet take with respect to an employee or position. The reason a "code" is used is: (1) to standardize the types of actions agencies may request on P-1s; (2) to allow more rapid processing of actions by our automated system; (3) to reduce the amount of space on the P-1 used for descriptions of the Nature of Actions; and (4) to allow you, in the future, to receive reports of the types of personnel/position actions your agency has done (e.g., reasons for resignations, reasons for disciplinary actions, etc.).

The nature of action code you must enter on the P-1 to initiate either a personnel or position action always consists of three characters, for example, C11, E21, or G51. The first character is always alphabetic and refers to a broad category of actions. For instance, "C" refers to actions involving CLASSIFICATION. The last two characters describe the action specifically within these broad areas. For example, C11:

C=CLASSIFICATION

C1=reclassification

C11=reclassification to a higher grade with an increase in base salary.

The following table shows the first character of the various action codes that can be used for the initial request for a change.

A=ADDITION

G=WAGE ADJUSTMENT

S=RETURN

C=CLASSIFICATION

K= SUSPENSION

W=LEAVE

E=POSITION NUMBER

M=MISCELLANEOUS

Y=SEPARATION

The codes were created using these groupings to make it easier for you to locate and use the codes. Section 2.3 gives a complete listing of the various nature of action codes you may use. For example: A11 is an appointment, C51 is a title change, and G51 is a salary change.

The following are the procedures you must follow in completing the P-1.

1. Use as few nature of action codes as necessary to describe the action you are taking.
2. If you use more than one nature of action code, check Table 6 to see if the added codes can be used with the first code. If the added codes are not allowable with that code, the automated system will reject the P-1 and cause it to be delayed.
3. Section 2.7 contains a table showing the fields that must be completed for each type of action. If you leave out a required field for a given action, the automated system will reject the P-1 and cause it to be delayed.

2.3 Nature of Action Codes

Table 3. Complete listing of nature of action codes for filled or vacant positions.

Following are the major categories of actions.

A=ADDITION
C=CLASSIFICATION
E=POSITION

G=WAGE ADJUSTMENT
K=SUSPENSION
M=MISCELLANEOUS

S=RETURN
W=LEAVE
Y=SEPARATION

A=ADDITION

An addition is an action that places a person on your agency's payroll for the first time (i.e., appointments and transfers-in). It can also be an action to hire an individual who has had previous state service (i.e., reinstatements and re-employments).

A1_Appoint (Appointment)	A11	Appointment
	A12	Appointment with no break in service. Use this code for an employee who will be appointed the day following his resignation.
	A13	Appointment with no break in service, but a company number change.
	A14	Appointment with previous service in the same agency. Use only if employee was employed in this agency during the past 12 months. Employee terminated 11-1 and after. (Not Used by Parks.)
	A15	New Employees Appointed up to the Mid-Point. Employee appointed at a salary not to exceed the midpoint of the pay grade in accordance with 101 KAR 2:034 & 3:045, Section 1.
	A16	Appointment Returning Retiree – minimum of grade
	A17	Appointment Returning Retiree – up to midpoint of grade
A2_Reinststate (Reinstatement)	A21	Reinstatement (12 Month Break)
	A22	Reinstatement (Worked within 12 Months)
	A23	Reinstatement by board or court order.
A3_Reemploy (Re-Employment)	A31	Re-employment
A4_Trans In (Transfer Into)	A41	Transfer into (from another agency)

C=CLASSIFICATION

A classification change involves making a change to a classification assigned to a position number. The position number itself is not changing but something associated with the classification assigned to it is. The following codes should be used to initiate a classification change.

C1_Reclass (Reclassification)	C11	to a higher grade with increase in base salary.
	C12	to a higher grade with lump sum. Use this code with employees above the maximum of their salary range who are to receive a lump sum payment. (Not in use at this time.)
	C13	to the same grade with no change in salary.
	C14	to a lower grade with no change in salary (downgrade in position).
C2_Realloc (Reallocation)	C21	to a higher grade with increase in base salary.
	C22	to a higher grade with lump sum payment. (Not in use at this time.)
	C23	to the same grade with no change in salary.
	C24	to a lower grade with the same salary.
	C25	to a higher grade with the same salary.
C3_Grade Chg (Grade Change)	C31	with increase in base salary.
	C32	no change in salary.
	C33	Salary schedule change to handle grades 3 thru 9
C4_Range Chg (Range Change)	C41	with increase in base salary.
	C42	no change in salary.
C5_Title Chg (Title Change)	C51	Title Change/Title Code
	C52	Agreed Order/Title Change

E=POSITION NUMBER

A position number change is defined as any time the P-1 action affects the position number.

E1_ Transfer W/In (Transfer Within)	Use these codes only if appointing authority does not change.	
	E10	Involuntary Transfer Within (cabinet remains same, department number does change).
	E11	Transfer Within (neither cabinet nor department number changes).
	E12	Transfer Within (cabinet remains same, department number does change).
	E13	Transfer Within with a Title Change (neither cabinet nor department number changes).
	E14	Transfer Within with a Title Change (cabinet remains same, department number does change).
	E16	Involuntary Transfer Within (neither cabinet nor department number changes).
E2_ Promote (Promotion)	Use these codes as first code only if appointing authority does not change.	
	E21	to a higher grade with salary increase added to base salary.
	E22	to a higher grade with lump sum payment. (Not in use at this time.)
	E24	Ingrade Promotions – salary and grade will not change – will serve probationary period.
E3_ Demote (Demotion)	Use these codes as first code only if appointing authority does not change.	
	E30	to a lower grade with the same or lower salary, involuntary.
	E31	to a lower grade with no change in salary.
	E32	to a lower grade with reduction in salary.
	E33	same grade, no reduction in salary.
E4_ Reorg (Reorganization)	E41	Due to Executive Order.
	E42	Due to Administrative Order.
	E43	Due to Legislation.
	E44	Due to De-organization
E5 Detail (Detail to Special Duty)	E51	Detail to Special Duty.
E6 Reversion (Reversion)	E61	Reversion from detail to special duty, promotion, or from the unclassified service.
E7_ (Position Establishment/Abolishment)	E71	ESTABLISH (Establish Position)
	E72	ABOLISH (Abolish Position)
E8 Pos # Chg (Position Number Change)	E81	Due to position number correction/realignment.
	E82	Other

G=WAGE ADJUSTMENT

A personnel action involving a person's salary **ONLY**, either by adding to their base pay or a lump sum payment would fall under the category of wage adjustment.

G1_Increment (Increment Within)	G11	Six-month probationary increment
	G12	Six-month non-merit increment
	G13	Annual increment only, merit and non-merit.
G2_Pro Incse (Promotional Increase)	G21	Promotional increase upon completion of probationary period due to promotion with increase in base pay.
	G22	Promotional increase in a lump sum payment upon completion of probationary period due to promotion. (Not in use at this time.)
G3_Ed Incse (Educational Increase)	G31	Educational increase (5% added to base salary).
G4_Shift/Weekend Premium	G41	Shift/Weekend Premium added.
	G42	Shift/Weekend Premium deleted.
G5_Sal Chg (Salary Change)	G51	Salary Change
	G53	Adjustment for Continuing Excellence (ACE) Add-on
	G54	Employee Recognition Award (ERA)
	G55	Salary Adjustment Due to New Appointee's Salary
	G57	Salary Adjustment
	G58	Salary Adjustment Per Legislation
G6_Pay Type (Pay Type-Hourly, Salary, Per diem)	G61	Hourly to Salary
	G62	Salary to Hourly

K=SUSPENSION

This category is used for disciplinary actions involving fines and suspensions. You may use only one of the following codes. (Dismissals are coded under separations.)

K1_ & K2_ Suspend (Suspension)	K11	Poor time and attendance record
	K12	Poor work performance
	K13	Job abandonment
	K14	Patient/client abuse
	K15	Sleeping on the job
	K16	Policy violation
	K17	Insubordination
	K18	Use of alcohol/drugs
	K19	Misconduct
	K20	Other
K3_ & K4_ Fine (Disciplinary Fine) NOT USED AT THIS TIME	K31	Poor time and attendance record
	K32	Poor work performance
	K33	Job abandonment
	K34	Patient/client abuse
	K35	Sleeping on the job
	K36	Policy violation
	K37	Insubordination
	K38	Use of alcohol/drugs
	K39	Misconduct
	K40	Other

M=MISCELLANEOUS ACTIONS

Miscellaneous actions are those which make a change on the employee's personnel record, such as a name or address change. They are also used to update various position/employment data fields maintained in the system.

M1_ (Social Security Number or Effective Date)	M11 SSN CHG (Social Security Number Change)
M2_Empl Stat (Employment Status Change)	M21 Change in employee status (probationary to status, etc).
	M22 Change in employment type (full or part-time).
	M23 Change position merit status.
	M24 Change in work county.
	M25 Fund Source.
	M26 Federal Fair Labor Standards Act/OT
	M27 Retirement
M3_Pers Stat (Personnel Status Changes)	M30 Adjust Promotion Date
	M31 Increment Date Change
	M32 Name Change
	M33 Home address/home phone change. Note: entering phone numbers is at the option of the agency. This field is not carried in the personnel file.
	M34 Work address/work phone change. Note: entering this data is at the option of the agency. This field is not carried in the personnel file.
	M35 Change Race/Sex Status
	M36 Change Birthdate
	M37 Change Worker's Compensation Code
	M38 Change in Home County (county of legal residence)
M4_Misc (Miscellaneous Information)	M39 Change State/Local Tax Codes
	M41 Temporary Overlap (always use as a secondary code)
M5_Pilot Project	M51 Start Pilot
	M52 Stop Pilot
M6_Loc/Crew Change	M61 Location/Crew Change for Cabinet 35 Only

S=RETURNS FROM LEAVE WITH AND WITHOUT PAY

Any employee who has been put on leave status by P-1 must be returned to active status by P-1.

S1_Ret W/O Pay (Returns From Leave Without Pay)	S11	Return from Military Leave
	S12	Return from Educational Leave
	S16	Return from Sick Leave Without Pay
	S17	Return from Other Leave Without Pay
	S18	Return from Leave Without Pay for purposes in the best interests of the State (101 KAR 1:140, Section 8).
S31 Ret Suspension	S31	Return from suspension.
S5_Ret W/ Pay (Returns From Leave With Pay)	S51	Return from Educational Leave With Pay
	S52	Return from Leave With Pay for purposes in the best interests of the State.

W=LEAVES

W1_ Lv W/O Pay (Leave Without Pay)	W11	Military Leave Without Pay
	W12	Educational Leave Without Pay
	W16	Sick Leave Without Pay
	W17	Other Leave Without Pay
	W18	On Leave Without Pay for purposes in the best interests of the State.
W3_ Lv W/ Pay (Leave With Pay)	W31	On Educational Leave With Pay. Does not accrue leave balances. Receives annual increments but not performance pay.
W4_ Spec Lv W/ Pay (Special Leave With Pay)	W41	Special Leave With Pay, For Investigative Purposes.

Y=SEPARATIONS

A separation action is one in which an employee is taken off your agency's personnel rolls.

	Y01	TRANS OUT (Transfer Out Appointing Authority Changes)
	Y02	Time-Limit Termination (does not abolish the position)
	Y03	Termination
	Y04	Termination – Initial Probation
Y1_ & Y2_ Resign (Resignation)	Y11	Resignation - Salary
	Y12	Resignation - Lack of Opportunity
	Y13	Resignation - Personal Conflict
	Y14	Resignation - Marriage
	Y15	Resignation - Job Incompatibility
	Y16	Resignation - Return to School
	Y17	Resignation - Health
	Y18	Resignation - Family Reasons
	Y19	Resignation - Transportation
	Y20	Resignation - Move out of Area
	Y21	Resignation - To be Re-appointed (different agency)
	Y22	Resignation - Other
	Y23	Resignation - From Leave
	Y24	Resignation - To be Re-appointed (same agency)
	Y25	Resignation- Accept with Prejudice
Y3_ Retire (Retirement)	Y31	Retirement - Disability
	Y32	Retirement - Early
	Y33	Retirement - Mandatory (Not Available)
	Y34	Retirement - Normal
	Y35	Retirement - From Leave
	Y36	Retirement- Accepted with Prejudice
Y4_ & Y5_ Dismiss (Dismissals)	Y41	Poor Time and Attendance
	Y42	Poor Work Performance
	Y43	Job Abandonment
	Y44	Patient/Client Abuse
	Y45	Sleeping on the Job
	Y46	Policy Violation
	Y47	Insubordination
	Y48	Use of Alcohol
	Y49	Misconduct
	Y50	From Suspension
	Y51	Other or From Leave
Y6_ Layoff (Layoffs)	Y61	Lack of Work
	Y62	Lack of Funds
	Y63	Reorganization
	Y64	Other
Y7_ Death (Deaths)	Y71	Deceased

The next page contains a table summarizing the nature of action codes. Before using this table, be sure you have studied and are aware of the specific meanings of each nature of action code in Table 3--the complete listing of each description.

The abbreviations you must enter on Item 14 of the P-1 are included in the table, in bold print.

Table 4. Summary of Nature of Action Codes (Abbreviations to be used are in bold type.)

A=ADDITIONS

Appoint

- A11 Appointment
- A12 No service break, same cabinet & dept.
- A13 No service break, chg cabinet & dept or same cabinet, diff dept.
- A14 Previous service, same cabinet & dept.
- A15 Up to the Mid-point of Grade
- A16 Minimum of Grade - **Returning Retiree Only**
- A17 Up to the Mid-point of Grade - **Returning Retiree Only**

Reinstate

- A21 Reinstatement, 12 mo. break
- A22 Reinstatement, (Worked within 12 months)
- A23 Reinstatement by board or court order

Reemploy

- A31 Re-employment

Trans In

- A41 Transfer Into

C=CLASSIFICATION

Reclass

- C11 higher grade & base
- C12 higher grade+lump sum (N/A)
- C13 same grade & salary
- C14 lower grade, same salary

Realloc

- C21 higher grade & base
- C22 higher grade+lump sum (N/A)
- C23 same grade & salary
- C24 lower grade, same salary
- C25 higher grade, same salary

Grade Chg

- C31 higher salary
- C32 same salary
- C33 salary sch chg, gr 3-9

Range Chg

- C41 higher salary
- C42 same salary

Title Chg

- C51 Title Change/Title Code
- C52 Agreed Order/Title

E=POSITION NUMBER

Trans W/in

- E10 Invol. Trans, same cabinet, diff dept
- E11 Vol. Trans, same cabinet & dept.
- E12 Vol. Trans, same cabinet, diff dept.
- E13 Trans w/title chg, same cabinet & dept.
- E14 Trans w/title chg, same cab, diff dept.
- E16 Invol. Trans, same cabinet & dept.

Promote

- E21 Higher grade, Incse added to base
- E22 Higher grade, Lump sum payment (N/A)
- E24 Ingrade Prom, salary & grdge no chg probation period

Demote

- E30 Lower grade, same or lower salary, Invol.
- E31 Lower grade, same salary, vol.
- E32 Lower grade, lower salary, vol.
- E33 Demotion, same grade & salary

Reorg

- E41 Exec. Order
- E42 Admin. Order
- E43 Legislation
- E44 De-organization

Detail

- E51 Detail to Special Duty

Reversion

- E61 From detail, promotion, or unclassified service

Establish

- E71 Establish position

Abolish

- E72 Abolish position

Pos # Chg

- E81 Correct/redo pos. #
- E82 Other

G=WAGE ADJUSTMENT

Increment

- G11 6 month probationary increment
- G12 6 month non-merit increment

G13 annual inc. only, merit & n-merit

Pro Incse

- G21 After probation, increase in base
- G22 After probation, lump sum (N/A)

Ed Incse

- G31 Ed Increase

Shift/Weekend Premium

- G41 Start shift/weekend premium
- G42 Stop shift/weekend premium

Sal Chg

- G51 Salary Change
- G53 Adj for Continuing Exc (ACE)
- G54 Emp Recog. Award (ERA)
- G55 Due to New Appointee Salary
- G57 Salary Adjustment
- G58 Salary Adjustment Per Legislation

Pay Type

- G61 Hourly to Salary
- G62 Salary to Hourly

K=SUSPENSION

Suspend

- K11 Time and Attendance
- K12 Work Performance
- K13 Job Abandonment
- K14 Patient/Client Abuse
- K15 Sleeping on the Job
- K16 Policy Violation
- K17 Insubordination
- K18 Alcohol/Drug Use
- K19 Misconduct
- K20 Other

Fine (N/A)

- K31 Time and Attendance (N/A)
- K32 Work Performance (N/A)
- K33 Job Abandonment (N/A)
- K34 Patient/Client Abuse (N/A)
- K35 Sleeping on the Job (N/A)
- K36 Policy Violation (N/A)
- K37 Insubordination (N/A)
- K38 Alcohol/Drug Use (N/A)
- K39 Misconduct (N/A)
- K40 Other (N/A)

M=MISCELLANEOUS ACTIONS

SSN Chg

- M11 Social Security Number Chg

Empl Stat

- M21 Chg employee status
- M22 Chg employment type
- M23 Chg position merit status
- M24 Chg work county
- M25 Fund Source
- M26 FLSA/OT
- M27 Retirement

Pers Stat

- M30 Adjust Promotion Date
- M31 Increment Date chg
- M32 Name chg
- M33 Home address/phone chg
- M34 Work address/phone chg
- M35 Chg race/sex status
- M36 Chg birthdate
- M37 Chg workman's comp (N/A)
- M38 Chg home county
- M39 Chg state/local tax codes

Overlap

- M41 Temp Overlap

Pilot Project

- M51 Start Pilot
- M52 Stop Pilot

Location/Crew Change

- M61 Loc/Crew Change for Cab. 35 only

S=RETURNS FROM LEAVE W/ & W/O PAY

Ret W/O Pay

- S11 Military
- S12 Educational
- S16 Sick
- S17 Other
- S18 Best Interests of State
- S31 Suspension

Ret W/ Pay

- S51 Educational
- S52 Best Interests of State

W=LEAVES TO W/ & W/O PAY

Lv W/O Pay

- W11 Military
- W12 Educational
- W16 Sick
- W17 Other
- W18 Best Interests of State

Lv W/ Pay

- W31 Educational

Spec Lv W/ Pay

- W41 Special, For Investigative Purposes

Y=SEPARATIONS

Trans Out

- Y01 Transfer (appoint auth. chg)

Terminate

- Y02 Time-Limit Terminate
- Y03 Terminate
- Y04 Initial Probation

Resign

- Y11 Salary
- Y12 Lack of Opportunity
- Y13 Personal Conflict
- Y14 Marriage
- Y15 Job Incompatibility
- Y16 Return to School
- Y17 Health
- Y18 Family Reasons
- Y19 Transportation
- Y20 Moving
- Y21 To be Re-appointed, same cabinet, diff dept or diff cabinet
- Y22 Other
- Y23 From Leave
- Y24 To be Re-appointed, same cabinet & dept.
- Y25 Resign, accept w/ prejudice

Retire

- Y31 Disability
- Y32 Early
- Y34 Normal
- Y35 From Leave
- Y36 Accepted with Prejudice

Dismiss

- Y41 Time and Attendance
- Y42 Work Performance
- Y43 Job Abandonment
- Y44 Patient/Client Abuse
- Y45 Sleeping on the Job
- Y46 Policy Violation
- Y47 Insubordination
- Y48 Alcohol/Drug Use
- Y49 Misconduct
- Y50 From Suspension
- Y51 Other or From Leave

Layoff

- Y61 Lack of Work
- Y62 Lack of Funds
- Y63 Reorganization
- Y64 Other

Death

- Y71 Deceased

Abbreviations not apparent are:

Chg=change Pos=position
 Trans=transfer Incse=increase
 W/In=within Sal=salary
 W/O=without Ret=return
 N/A=Not Available

2.4 List of Documents That Must Accompany Each Action.

For this nature of action code,	This is the usual documentation you must send with the P-1 to 501 High Street, 3 rd Floor, Processing & Records Branch.*			
	None	PD	Form DPT or Diploma	Letter of Justification/Request
A1_ Appoint				If appointed by Governor, see Personnel Manual example letters #22 or #24.
A16 – Returning Retiree				Form Signed by Appointing Authority
A17 – Returning Retiree				Form Signed by Appointing Authority
A2 Reinstatement				Reinstatement Certificate.
A23 Reinstatement, Agreed Order				Agreed Order
A3_ Reemploy	X			No documentation required unless otherwise requested.
A4_ Trans In				Requires Transfer Form #20. (Certain classified employees require a letter pursuant to KRS 12.050-- See Personnel Manual for example letter #22.)
C11 Reclass, higher grade & base		X		No documentation required unless otherwise requested.
C13 Reclass, same grade & salary		X		No documentation required unless otherwise requested.
C14 Reclass, lower grade, same salary		X		No documentation required unless otherwise requested.
C21 Realloc, higher grade & base		X		See Personnel Manual
C23 Realloc, same grade & salary		X		See Personnel Manual
C24 Realloc, lower grade, same salary		X		See Personnel Manual
C25 Realloc, higher grade, same salary		X		See Personnel Manual
C3_ Grade Chg	X			No documentation required unless otherwise requested.
C51 Title Change/Title Code	X			No documentation required unless otherwise requested.
C52 Agreed Order/Title Chg				Agreed Order
E10 Invol. Trans, same cab., diff dept				See Personnel Manual for example letter #8 or #9.
E11 Vol Trans, same cab, dept				See Personnel Manual for Transfer Form #20.
E12 Vol Trans, same cab, diff dept				See Personnel Manual for Transfer Form #20.
E13 Trans w/title chg, same cab, dept				See Personnel Manual for Transfer Form #20.
E14 Trans w/title chg, same cab, diff dept				See Personnel Manual for Transfer Form #20.
E16 Invol Transfer, same cab, dept				See Personnel Manual for example letter #8 or #9.
E21 5% per pay grade or new minimum **	X			No documentation required unless otherwise requested.
E30 Demote, lower grade, same or lower salary, involuntary				See Personnel Manual for example letter #10.
E31 Demote, lower grade, same salary, voluntary				See Personnel Manual for demotion form #20. Requires letter of justification for salary retention.
E32 Demote, lower grade, lower salary, voluntary				See Personnel Manual for demotion form #20.
E33 Demote, same grade & salary				See Personnel Manual for demotion form #20

*There are cases in which the Personnel Cabinet may ask for additional documentation not referenced here.

**5% per pay grade or new minimum for Classified (position shall be established prior to promotion). If unclassified, 5% or to the new minimum or 5% per grade.

For this nature of action code,	This is the usual documentation you must send with the P-1 to 501 High Street, 3 rd Floor, Processing & Records Branch.*			
	None	PD	Form DPT or Diploma	Letter of Justification/Request
E41 Reorg, Executive Order	X			No documentation required unless otherwise requested.
E42 Reorg, Administrative Order	X			No documentation required unless otherwise requested.
E43 Reorg, Legislation	X			No documentation required unless otherwise requested.
E44 De-org, Not Ratified by Legislation	X			No documentation required unless otherwise requested.
E51 Detail to Special Duty				Letter of Justification required.
E61 Reversion from detail, promotion, unclassified service.				No documentation required unless otherwise requested. If employee is being reverted from promotion, see example letter #11 in the Personnel Manual. If not, there should be a request from the employee. If employee is being reverted from the unclassified service, there should be a notice from the agency to the employee, or a request to do so from the employee.
E71 Establish position		X		No documentation required unless otherwise requested.
E72 Abolish position	X			No documentation required unless otherwise requested.
E81 Correct/redo position #	X			No documentation required unless otherwise requested.
E82 Pos # Chg Other	X			No documentation required unless otherwise requested.
G13 Annual inc. only, merit & non-merit	X			No documentation required unless otherwise requested.
G21 Pro Incse	X			No documentation required unless otherwise requested.
G31 Educational Increase			X	No documentation required unless otherwise requested.
G41 Start Shift/Weekend Premium	X			No documentation required unless otherwise requested.
G42 Stop Shift/Weekend Premium	X			No documentation required unless otherwise requested.
G51 Salary Change				Remarks required.
G53 Adj for Continuing Excel (ACE)				Letter of Justification required.
G54 Emp. Recognition Award (ERA)				Letter of Justification required.
G55 Salary Adj. Due to New Appt Sal	X			No documentation required unless otherwise requested.
G57 Salary Adjustment	X			No documentation required unless otherwise requested.
G61 Pay Type, Hourly to Salary	X			No documentation required unless otherwise requested.
G62 Pay Type, Salary to Hourly	X			No documentation required unless otherwise requested.
K1_ Suspend				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
K20 Suspend Other				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
M11 Social Security Number Chg	X			No documentation required unless otherwise requested.
M21 Chg employee status	X			No documentation required unless otherwise requested.
M22 Chg employment type	X			No documentation required unless otherwise requested.
M23 Chg position merit status	X			No documentation required unless otherwise requested.
M24 Chg work county				Letter from Employee. (See Personnel Manual for example letter #23.)

*There are cases in which the Personnel Cabinet may ask for additional documentation not referenced here.

For this nature of action code,	This is the usual documentation you must send with the P-1 to 501 High Street, 3 rd Floor, Processing & Records Branch.*			
	None	PD	Form DPT or Diploma	Letter of Justification/Request
M25 Chg Fund Source	X			No documentation required unless otherwise requested.
M26 Chg FLSA/OT Code	X			No documentation required unless otherwise requested.
M27 Chg Retirement Code	X			No documentation required unless otherwise requested.
M3 Chg Pers Stat	X			No documentation required unless otherwise requested.
M41 Temp Overlap	X			No documentation required unless otherwise requested.
S1 Return without pay	X			No documentation required unless otherwise requested.
S31 Return from Suspension				Notice of Suspension. (See Personnel Manual for example letter #5, 6, or 7.)
S5 Return with pay	X			No documentation required unless otherwise requested.
W11 Military leave without pay	X			No documentation required unless otherwise requested.
W12 Educational leave without pay				No documentation required unless otherwise requested.
W13 Government service leave w/o pay				Letter of Justification required.
W14 Special assign. leave without pay				Letter of Justification required.
W16 Sick leave without pay	X			No documentation required unless otherwise requested.
W17 Other leave without pay				Letter of Justification required.
W18 Best interests of State leave w/o pay				Letter of Justification required.
W31 Leave with pay- Educational				Letter of Justification required.
W41 Special, For Investigative Purposes				See Personnel Manual for example letter #13.
Y01 Transfer out (appoint auth. chg)				See Personnel Manual for Form #20.
Y02 Time-Limit Termination	X			No documentation required unless otherwise requested.
Y03 Terminate				Letter of Justification required.
Y04 Terminate				Initial Probation – Letter #4 Justification
Y1 Resignation (Other)				Signed letter from employee.
Y2 Resignation				Signed letter from employee.
Y3 Retirement				Signed letter from employee.
Y4 Dismiss				Notice of Dismissal. (See Personnel Manual for example letter #1, 3, or 4.)
Y5 Dismiss (Other)				Notice of Dismissal. (See Personnel Manual for example letter #1, 3, or 4.)
Y6 Layoff				Notice of Layoff required.
Y7 Death	X			No documentation required unless otherwise requested.

*There are cases in which the Personnel Cabinet may ask for additional documentation not referenced here.

SUBMITTING APPLICATIONS WITH P-1S

DO NOT SEND any applications with the following P-1 actions:

1. Register Appointments
2. Internal Mobility Promotions
3. Re-instatements
4. Re-employments
5. Transfer with Title Change
6. Demotions
7. Reclassifications

Non-Merit Policy Makers - If the employee is currently working and has an application on file that is less than two years old, you will need to send an Update Sheet. If the application is more than two years old, you will need to submit a new application.

Executive Secretaries - If the employee is currently working and is already in or is going to the Executive Secretary series, there is no need to send an application for these actions.

2.5 Allowable Combinations of Action Codes

To prevent the possibility of you coding invalid personnel/position actions and to assure better automated editing of actions you submit, the system was programmed to check the combination of the nature of action codes you put on the P-1. This will assure that P-1s on which you code, for example, an appointment and promotion on the same P-1, would not be allowable. Otherwise, not only would the personnel history file for that employee be incorrect, erroneous payroll transactions would be created and thereby cause improper paychecks to be issued. And those are just a few of the problems that would be created.

Table 6, contained on the next several pages, is the same table that is used by the system to check whether the combination of nature of action codes you enter on the P-1 is correct. You should also use this table to double-check your work.

If the multiple codes you enter are not an "allowable combination," the processing of your P-1 will be delayed and may have to be returned to you for correction.

Table 6. Allowable Combinations of Nature of Action Codes

With this in first box:	This code may be 2nd, 3rd, or 4th
Appoint A1_	M41 Temporary Overlap (Except Interim Status Code Q) M5_ Pilot Project
Reinstatement A21	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A22	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A23	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A31	M41 Temporary Overlap M5_ Pilot Project
Transfer In A41	E2_ Promotion E3_ Demotion G1_ Increment G21 Promotional Increase, after probation, increase in base G5_ Salary Change (Except G54 & G55) G6_ Pay Type M21 Change Employee Status M41 Temporary Overlap (Except Interim Status Code Q) M5_ Pilot Project
Reclass C1_	C3_ Grade Change C4_ Range Change E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24 & M26) M3_ Personnel Status Change (Except M30) M5_ Pilot Project W_ Leaves Y_ Separations (Except Y24 & Y01)
Realloc C2_	A1_ Appointments A2_ Reinstatements A3_ Re-employment A4_ Transfer In C3_ Grade Change C4_ Range Change E1_ Transfer Within E4_ Reorganization E5_ Special Duty E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24 & M26) M3_ Personnel Status Change (Except M30) M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Grade Chg C3_	A__ Additions C1_ Reclassification C2_ Reallocation C4_ Range Change C5_ Title Change E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Range Chg C4_	A__ Additions C1_ Reclassification C2_ Reallocation C3_ Grade Change C5_ Title Change E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th	
Title Chg C5_	A1_	Appoint
	A2_	Reinstate
	M3_	Personnel Status Change
	M5_	Pilot Project
Title Change/Title Code C51	G57	Salary Adjustment
	G53	Adjustment for Continuing Excellence Award
Transfer, same cab, dept E11	G1_	Increment
	G2_	Promotional Increase
	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K_	Suspensions
	M2_	Employment Status Change (Except M24, M26)
	M3_	Personnel Status Change (Except M30)
	M4_	Temporary Overlap
	M5_	Pilot Project
	S_	Return from Leave
	W_	Leaves
	Y_	Separations (Except Y24 & Y01)
Transfer, same cab, diff dept E12	G1_	Increment
	G2_	Promotional Increase
Transfer with title change, same cab, same dept E13	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
Transfer with title change, same cab, diff dept E14	K_	Suspensions
	M2_	Employment Status Change (Except M24, M26)
	M3_	Personnel Status Change (Except M30)
Involuntary Transfer, same cab, diff dept E10	M4_	Temporary Overlap
	M5_	Pilot Project
	S_	Return from Leave
Involuntary Transfer, same cab, dept E16	W_	Leaves
	Y_	Separations (Except Y24 & Y01)
Promotion, increase added to base E21	G4_	Shift/Weekend Premium
	G5_	Salary Change
	G6_	Pay Type Change
	K_	Suspensions
	M2_	Employment Status Change (Except M24, M26)
	M3_	Personnel Status Change (Except M30)
	M41	Temporary Overlap
	M5_	Pilot Project
	S_	Return from Leave
	W_	Leaves
	Y_	Separations (Except Y24 & Y01)
Promotion, with lump sum payment E22 (N/A)	G4_	Shift/Weekend Premium
	G6_	Pay Type Change
	M27	Employment Status Change
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	W_	Leaves
	Y_	Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Ingrade Promotion – salary & grade does not change – will serve probationary period E24	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)
Demotion, same salary E31	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)
Demotion, lower salary E32	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)
Demotion, same grade & salary E33	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)
Reorg E4_	C1_ Reclassification C2_ Reallocation C3_ Grade Change C4_ Range Change C5_ Title Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M26, M27)

	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th	
Exec. Order E41	G31	Ed Increase
Admin. Order E42	G31	Ed Increase
Detail E51	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K__	Suspensions
	M2_	Employment Status Change (Except M24, M26)
	M3_	Personnel Status Change (Except M30)
	M41	Temporary Overlap
	M5_	Pilot Project
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)
Reversion from detail, promotion, unclassified service E61	G6_	Pay Type Change
	M22	Change Employment Type
	M3_	Personnel Status Change (Except M30)
	M41	Temporary Overlap
	M5_	Pilot Project
	W__	Leaves
	Y__	Separations (Except Y24)
Establish E71	A__	Addition
	E1_	Transfer Within
	E2_	Promotion
	E3_	Demotion
	E51	Detail
	E6_	Reversion
	G1_	Increment
	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K__	Suspensions
	M2_	Employment Status Change (Except M24, M26, M27)
	M3_	Personnel Status Change (Except M30)
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)
Abolish E72	A__	Addition
	E1_	Transfer Within
	E2_	Promotion
	E3_	Demotion
	E71	Establish
	G1_	Increment
	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K__	Suspensions

	M2_	Employment Status Change (Except M24, M26, M27)
	M3_	Personnel Status Change (Except M30)
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th	
Pos # Chg E81 & E82	C1_	Reclassification
	C2_	Reallocation
	C3_	Grade Change
	C4_	Range Change
	C5_	Title Change
	G1_	Increment
	G2_	Promotional Increase
	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K__	Suspensions
	M2_	Employment Status Change (Except M24, M26, M27)
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)
Increment G1_	C1_	Reclassification
	C2_	Reallocation
	C3_	Grade Change
	C4_	Range Change
	C5_	Title Change
	E1_	Transfer Within
	E2_	Promotion
	E3_	Demotion
	E4_	Reorganization
	E5_	Special Duty
	E7_	Position Establishment/Abolishment
	E8_	Position Number Change
	G4_	Shift/Weekend Premium
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K__	Suspensions
	M2_	Employment Status Change (Except M24)
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Pro Incse, After Probation, increase in base G21	C1_ Reclassification C2_ Reallocation C3_ Grade Change C4_ Range Change C5_ Title Change E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24, M27) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)
Ed Increase G31	E41 Executive Order E42 Administrative Order M2_ Employment Status Change (Except M24) M3_ Personnel Status Change (Except M30) M5_ Pilot Project
Start shift/weekend premium G41	C_ Classification E_ Position Number Change G1_ Increment G2_ Promotional Increase G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S_ Return from Leave W_ Leaves Y_ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Stop shift/weekend premium G42	C__ Classification E__ Position Number Change G1_ Increment G2_ Promotional Increase G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Sal Chg G5_ (Except G54 & G55)	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G4_ Shift/Weekend Premium G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Other Salary Adjustments G51	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G4_ Shift/Weekend Premium G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project M61 Loc/Crew Change for Cabinet 35 only S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Due to New Appt Salary G55	C51 Title Change/Title Code
Salary Adjustment G57	C51 Title Change/Title Code
Salary Adjustment G58 per Legislation	C51 Title Change/Title Code G13 Increment

With this in first box:	This code may be 2nd, 3rd, or 4 th
Pay Type G6_	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E6_ Reversion E7_ Position Establishment/Abolishment E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Suspend K1_, K2_	M32 Personnel Status Change M33 Personnel Status Change M35 Personnel Status Change M36 Personnel Status Change M37 Personnel Status Change M38 Personnel Status Change M5_ Pilot Project
Soc Sec # Chg M11	M5_ Pilot Project
Chg employee status M21	A41 Transfer In C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E6_ Reversion E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Chg employee status M22	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E61 Reversion from Detail or Promotion E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg position merit status M23	A__ Addition C__ Classification E__ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Work County M24	G51 Salary Change M34 Home address/phone Chg M39 State/Local Tax M5_ Pilot Project M61 Location/Crew Change for Cabinet 35 only
Fund Source M25	M30 Adjust Promotion Date M39 State/Local Tax M5_ Pilot Project
FLSA/OT M26	C3_ Grade Change C4_ Range Change G1_ Increment G21 Promotional Increase G22 Promotional Increase (Lump Sum) N/A G4_ Shift/Weekend Premium G5_ Salary Change G6_ Pay Type - Hourly, Salary, Per diem M27 Retirement M3_ Personnel Status Changes M5_ Pilot Project

With this in first box:	This code may be 2nd, 3rd, or 4th
Retirement M27	C3_ Grade Change C4_ Range Change E1_ Transfer Within E2_ Promotion E3_ Demotion E5_ Special Duty E6_ Reversion G1_ Increment G31 Educational Increase G4_ Shift/Weekend Premium G5_ Salary Change G6_ Pay Type - Hourly, Salary, Per diem M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project
Adjust Promotion Date M30	C3_ Grade Change C4_ Range Change C5_ Title Change E4_ Position Number Change E8_ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Increment Date Chg M31	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves
Name Chg M32	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Home address/phone Chg M33	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Home address/phone Chg M34	A__ Additions C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Race/Sex Status M35	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Birthdate M36	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4 th
Chg Worker's Comp M37	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Home County M38	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Local Tax codes M39	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Pilot Project M5	Allowable with all codes.
M61 Location/Crew Change for Cabinet 35 only	G51 Salary Change M24 Change Work County
Returns S__	C2_ Reallocation C3_ Grade Change E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) M2_ Employment Status Change (Except M24, M26, M27) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project
Leaves W__	M3_ Personnel Status Change M5_ Pilot Project
Separations Y__	E72 Position Abolishment M3_ Personnel Status Change M5_ Pilot Project
Transfer (appoint auth. Chg) Y01	M5_ Pilot Project
Separations Y24	E72 Position Abolishment M5_ Pilot Project

2.6 Correcting Actions or Voiding Actions

Because you must prepare corrected actions in a particular manner, it will be useful for you to understand how the automated personnel files are maintained.

Each employee on the automated files kept in the Personnel Cabinet has two types of records. A "general information" record which contains the name, social security number, birthdate, increment date, address, etc (personal information on an employee). The remainder of a record, which can be one or more is "history." The History records contain an employee's job class, pay type, pay grade, salary, and position number.

When correcting an action use the following table to help you prepare a P-1. Drop the first letter of the initiating action, and use the next letter of the alphabet.

Initiating Actions	Correcting Actions		Initiating Actions	Correcting Actions	
A	B	ADDITION	M	N	MISCELLANEOUS
C	D	CLASSIFICATION	S	T	RETURN
E	F	POSITION	W	X	LEAVE
G	H	WAGE ADJUSTMENT	Y	Z	SEPARATION
K	L	SUSPENSIONS			

Below is an example of these two types of records. Only a sample of the information in each record is shown. A complete listing of fields that are considered general information is found at the end of this section.

General Information Record	Name: John L. Doe Address: 110 Main Street, Middletown, KY Increment Date: 6/1/99	SSN: 406-54-5763 DOB: 8/1/41 SEX: M
History Record	Record Type: Increment Job Class: Sr. Computer Operator Pay Grade: 08 Pay Rate: \$1,121 Position #: 39-750-01-01-07-02-004	Job Title Code: 9723 Effective Date: 6/1/99
History Record	Record Type: Pro Incse Job Class: Sr. Computer Operator Pay Grade: 08 Pay Rate: \$1,068 Position #: 39-750-01-01-07-02-004	Job Title Code: 9723 Effective Date: 6/1/98
History Record	Record Type: Appoint Job Class: Sr. Computer Operator Pay Grade: 08 Pay Rate: \$1,017 Position #: 39-750-01-01-07-02-004	Job Title Code: 9723 Effective Date: 11/16/97

The above example shows that a general information record and history record were created for an employee on November 16, 1997. A history record was added (i.e., personnel action approved and processed) on June 1, 1998 giving the employee a probationary increase.

Rules to remember for corrected actions.

1. You cannot correct an effective date. The reason for this is that the P-1 that created that effective date would remain in the automated files. If the effective date needs to be changed, there would have to be two actions submitted, one P-1 to void the effective date, and another P-1 with the correct effective date.
2. Correction of actions on different dates cannot be done on the same P-1. A separate P-1 would have to be done for each differently dated action.
3. A correction P-1 will change only that particular history record. Up to four action codes can be corrected on one P-1, provided all the action codes to be corrected were on the same original P-1. No matter how many action codes you wish to correct, the correction P-1 must have the same required fields completed as on the original P-1.
4. There is no need to correct "general" information. Simply use a current action to change those. For instance, if the name is incorrect, submit an "M32" to change the name.
5. Corrected actions will appear on a P-1 listing, and will generate certain payroll transactions.
6. We are sorry but all corrected actions will have to be typed. They are not currently available for the Express System.

Voiding Actions

A "Void" action means you want to delete or cancel an action. To accomplish this, drop the last character of the nature of action code that was on the P-1 you want to void and add "V" as the first character. For instance.

Initiating Actions	Void Action	Description
A11	VA1	Addition
C11	VC1	Reclass
E11	VE1	Transfer Within
G13	VG1	Increment

Rules to remember about voids:

1. Void of actions on different dates cannot be done on the same P-1. A separate void P-1 would have to be submitted for each differently dated action.
2. You cannot void a void.
3. Void actions will appear on a P-1 listing, and will generate certain payroll transactions.
4. The only time you should submit a void is when you need to delete "history" or change an effective date of an action.
5. Unlike the corrected actions on the Express System, there are a few void actions that can be done. They are as follows:

Initiating Actions	Void Action	Description
A1	VA1	Addition
A1, M41	VA1, VM4	Addition/Overlap
E71, A1	VE7, VA1	Establish/Addition
A2	VA2	Re-instate
A2, M41	VA2, VM4	Re-instate/Overlap
E71, A2	VE7, VA2	Establish/Re-instate
A3	VA3	Re-employment
A3, M41	VA3, VM4	Re-employment/Overlap
E71	VE7	Establish

Here are some examples of problems to provide you with further experience on how to code and process voids and corrections.

Problem 1. An employee has had the below listed actions processed to create a history record on the date indicated. You want to correct the reallocation because the class code is incorrect.

C21 Realloc

Effective Date: 02/16

Solution: The nature of action code will be D21, with an effective date of 02/16. Using your turnaround P-1, enter the required fields for a reallocation with correct data on the "Next" line. The turnaround P-1 will have the wrong information on the "From" line and the correct information on the "To" line.

Problem 2: An employee has the below listed actions on his file. Assume the employee is in the wrong position and that you must correct the transfer.

G11, E11 Increment, Trans W/I

Effective Date: 01/01

Solution: Code one P-1 using action codes of H11 and F11. (Note: you must correct the increment also, since it is in the same history record as the transfer.) The effective date of the P-1 would be 1/1. The turnaround P-1 will have the information that was in the record printed on the "From" line and the corrected information on the "To" line.

Problem 3: An employee was not lined off the increment list, but resigned prior to the effective date of the increment. The employee resigned January 31. You must void the increment and submit a P-1 to terminate. The present record in his file shows:

G11 Increment

Effective Date: 02/01

Solution: Code two P-1s, the first with an action code of VG1 to void the increment, effective date 2/1. The second must have a nature of action code of Y11 resigning the employee, effective 1/31.

Problem 4: Effective 01/16, an employee was reclassified and his pay type was changed from salaried to hourly. You now need to void the reclass.

C11, G62 Reclass, Pay Type

Effective Date: 01/16

Solution: You will have to submit two P-1s. The first must void both actions effective 01/16, using VC1 and VG6 as the nature of action codes. The second must initiate the pay type change again, using G62 as the only Nature of Action Code. Both P-1s will have the effective date of 01/16, and must be sent together.